

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

CORPORATION MEETING

Minutes of the meeting held at Harlow College on Thursday 18 December 2025 – 9.30am

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| Membership: | *Paul Taylor (Chair) | Vic Goddard | *Lily Lin |
| | *Caleb Asareaddo | *Neala Goddard-Bird | *Karen Spencer |
| | *Caroline Betts | *John Godley | Dan Swords |
| | *Matt Braund | *Stephen Isherwood | *Ian Tompkins |
| | Rod Bristow | *Ayub Khan | *Ed Whittle |
| | *Julia Fillary | *Ray Levy | *Heather Wilson |

* denotes present

In attendance: Paul Whitehead, Deputy Principal
Becky Jones, Deputy Principal
Simon Boyce, Vice-Principal
Kirstie Craig, Vice-Principal
Sallyann Abdelmoula, Assistant Principal
Natalie Smith, Head of HR Services and Employee Relations
Ruth Lucas, Head of Governance

1 Apologies for Absence

Apologies for absence were received and accepted from Dan Swords, Rod Bristow and Vic Goddard due to work commitments.

Paul Taylor welcomed everyone to the meeting and thanked all Governors for their input into meetings and self-assessment activities.

2 Declaration of Interests

There were no new, additional declarations of interest.

3 Minutes of the Previous Meeting

The minutes of the meeting held on 23 October 2025 were approved by the Corporation as a true and accurate record of the meeting and were signed by the Chair.

4 Matters Arising

4.1 Principal's Report (minute 5 refers)

The Corporation noted that a summary of the White Paper is included in the FE Commissioner's Newsletter, agenda item 9.3 on this meeting's agenda.

4.2 Student Governor Update (minute 10 refers)

Ruth Lucas reported that Ian Tompkins has provided a contact at Active Essex and the relevant introductions have been made.

4.3 Governor Code of Conduct (minute 12 refers)

Ruth Lucas reported that all Governors have signed and returned the Governor Code of Conduct.

5 Student Governor Update

The Corporation received and considered the Student Governor Update, presented by Caleb Asareaddo and Neala Goddard-Bird, Student Governors.

Neala Goddard-Bird reported that as part of the College's Inclusive Strategy, student ambassadors are welcoming students as they arrive on campus. This has been positively received by students and they report it makes their day brighter. The Youth Workers and other staff greeting students receive high praise from all students.

Governors were informed that some student ambassadors are attending a series of three events this year following on from the Student Voice conference last year. The ambassadors have reported that they are developing leadership and communication skills through this.

A Governor asked Neala Goddard-Bird about her course. She reported that it is going well and that there is a good transition with the new teacher taking over from January. Neala Goddard-Bird reported that all the staff are lovely and supportive.

Caleb Asareaddo reported on the Beacon Award assessor visit which gave students a good opportunity to speak to the assessors and highlight the work they are doing.

Governors were informed that plans are being put in place to address the issue with food, action is being taken and reported through the "You Said, We Did" system and that a renovation plan is in place for the toilets.

Paul Whitehead reported that there has been a lot of feedback from students on the state of the toilets and that a rolling renovation plan is being put in place. Working groups has been established to look at the price of food and what is being offered.

A Governor asked if there was a feel for when both pieces of work will be completed. Paul Whitehead reported that it is a rolling programme for the toilets and this work will be ongoing. Areas in most need of attention will be looked at first and a full review will be undertaken in the new year. The message will be sent to students that the College needs their help look after the toilets. The working groups on food are starting to meet. Monitoring of food waste is undertaken and it is the healthy foods which generate the largest amount of waste. An exercise to understand what students want in terms of healthy food will be undertaken in order to introduce a healthy and more appealing offer. Ian Tompkins reported that he would be interested in working alongside the College on this and if making use of food apps has been explored. Karen Spencer reported that the College has investigated this previously however the College is legally not be able to do this as it is heavily regulated and controlled.

Caleb Asareaddo reported that Ryanair had run a session with apprentices at STAC and that the feedback from both students and Ryanair was very positive.

The Corporation thanked the Student Governors for their input and feedback and noted the Student Governor Update.

6 Principal's Report

The Corporation received and considered the Principal's Report, presented by Karen Spencer, Principal.

Karen Spencer informed Governors that the Self-Assessment Report in agenda item 7.2 covers quality indicators in detail.

Becky Jones reported that work is progressing well with the College and Princess Alexandra Hospital (PAH), with a two-year delivery plan having been developed. It is hoped that the Health Sciences Academy will be launched in September 2026. Building work in Building C is taking place and longer-term the plan is to relocate facilities from other areas of the College to Building C.

The College is working with PAH on direct entry apprenticeships and how T-Levels students can have direct entry to these. PAH have four learners starting on a new maintenance apprenticeship with the College and HTS also has four learners. It is hoped that this will evolve further with electrical apprenticeships being delivered. Governors noted that PAH is now actively looking at rebuilding the hospital on its current site rather than relocating it.

Paul Whitehead provided an update on STAC Phase 2. £5m has been committed by Essex County Council. The planning application is starting to be looked at so that once funding is secured, development can start as soon as possible. Private investment is also being sought and meetings will be held next year to progress this. There will also be a focus on influencing Government departments. There has been a slight adjustment to staffing so that the Head of Centre can focus more on engagement with employers.

Governors were informed that the College has been shortlisted for an Association of Colleges Beacon Award for excellence in real world learning. The assessor visit took place on 11 December 2025 and the feedback from the assessors was overwhelmingly positive. Karen Spencer gave a big thank you to all students, staff and employers involved in the visit.

Governors noted that Stansted Airport's planning application for an increase in passenger numbers has been approved by Uttlesford District Council.

Karen Spencer reported that a Green Skills Advisory Panel is being established and work will be undertaken with Essex colleges to bring together a set of projects across Essex for the Construction Technical Excellence College and Essex County Council.

The Corporation noted the Principal's Report.

7 Quality and Curriculum Reports

7.1 Standards and Curriculum Committee Meeting Summary Report

The Corporation received and noted the summary report of the Standards and Curriculum Committee meeting held on 03 December 2025.

7.1.1 Minutes of the Standards and Curriculum Committee Meeting – 03 December 2025

The Corporation received and noted the minutes of the Standards and Curriculum Committee meeting held on 03 December 2025.

7.1.2 Key Performance Indicators 2024-2025

The Corporation received and considered the final position of the Key Performance Indicators for 2024-2025, presented by Becky Jones, Deputy Principal.

Governors were informed that these were discussed at the Standards and Curriculum Committee meeting held on 03 December 2025 and represented the final position for 2024 – 2025.

The Corporation noted the final position of the Key Performance Indicators for 2024-2025.

7.2 Self-Assessment Report 2024-2025

The Corporation received and considered the Self-Assessment Report (SAR) 2024-2025, presented by Becky Jones, Deputy Principal.

Becky Jones reported that all the self-assessment reports from the Standards and Curriculum Committee meeting had been amalgamated and summarised to form the basis of the SAR however the format has been changed to align with the new Ofsted judgement areas.

Governors were informed that there is a change to one of the data tables in Appendix B as apprenticeship achievement was 63%, rather than 62%.

Governors were informed that the old Ofsted rating of “good” has now been split into “expected standard” and “strong standard”. Areas where the College thought it was close to outstanding at the last Ofsted inspection has been self-assessed as at the “strong standard” with all other areas self-assessed as at the “expected standard”. In these areas, the College is working on a consistent approach to formative assessment.

A Governor asked with the new Ofsted gradings needing to cover everything in each standard, is the College confident that everything is covered in the “expected standard” area. Becky Jones reported that a consistent approach can be evidenced and therefore the “expected standard” reflects the College’s current position. A Governor asked if the College was worried anything could cause the College to dip into the “need attention” category and Becky Jones confirmed that this as not a cause for concern.

Karen Spencer reported that Amanda Winnock at the AoC has offered to deliver a session on Ofsted for Governors and staff. Amanda is the AoC lead for Ofsted and has reported that the normal cycle for inspections is being followed therefore colleges can expect to be where they were in the cycle before the new Ofsted framework was introduced. It is hoped that the new system will be bedded in by the time the College is next inspected. Only two colleges have been inspected under the new framework and some changes are expected as a result of the pilot inspections. Further details will be provided to Governors when it becomes available.

The Corporation approved the Self-Assessment Report 2024-2025.

7.3 Key Performance Indicators and Quality Improvement Plan 2025-2026

The Corporation received and considered the Key Performance Indicators and Quality Improvement Plan (QIP) for 2025-2026, presented by Becky Jones, Deputy Principal.

Becky Jones reported that the KPIs and QIP have been aligned to the new Ofsted judgement areas and that the current position will be demonstrated the next time the KPIs and QIP are presented to Governors.

The curriculum, teaching and training KPIs have been divided into whole-College outcomes, 16 -18 outcomes, English and maths, adults and apprenticeships. The English and maths KPIs have been further divided into 16 – 18 GCSE, 16 – 18 non-GCSE, adult GCSE, adult non-GCSE and apprenticeship only. The adult KPIs have been further divided into overall outcomes, 19+ in mainstream provision, including Access to HE, e-learning, long courses and short courses.

The format of the QIP has been updated and is linked to the Ofsted judgement areas and cross-referenced to the KPIs. Actions taken will be updated by the Executive lead for each area for development and this will be reviewed and monitored by the Standards and Curriculum Committee. Becky Jones confirmed that all Ofsted judgement areas were covered by the QIP.

A Governor asked about having the current position added into the KPIs and Becky Jones confirmed that Governors will be provided with progress updates throughout the year once the KPIs and QIP are approved.

The Corporation approved the Key Performance Indicators and the Quality Improvement Plan 2025-2026.

8 Audit, Finance and Resources Reports

8.1 Audit Committee Reports

8.1.1 Audit Committee Meeting Summary Report

The Corporation received and noted the summary report of the Audit Committee meeting held on 09 December 2025.

8.1.2 Minutes of the Audit Committee Meeting – 09 December 2025

The Corporation received and noted the minutes of the Audit Committee meeting held on 09 December 2025.

8.1.3 To receive and approve the Annual Report of the Internal Audit Service for the year ended 31 July 2025

The Corporation received and considered the Annual Report of the Internal Audit Service for the year ended 31 July 2025.

Ruth Lucas reported that the report is the internal auditors overview and opinion for the year ended 31 July 2025. Governors were informed that the report had been considered at the Audit Committee meeting held on 09 October 2025.

The Corporation approved the Annual Report of the Internal Audit Service for the year ended 31 July 2025.

8.1.4 To receive and approve the Annual Report of the Audit Committee

The Corporation received and considered the Annual Report of the Audit Committee for the period 01 August 2024 to 31 July 2025, presented by Ruth Lucas, Head of Governance.

Governors were informed that this annual report needs to be agreed by the Corporation and forms part of the statutory documents which need to be submitted to the DfE.

Governors were informed that the report had been reviewed in detail by the Audit Committee at its meeting on 9 December 2025.

The Corporation noted and agreed the following opinion of the Audit Committee

“It is the opinion of the Audit Committee, based on the reports it has received and considered, and drawing upon the knowledge and expertise of its members and its audit services, supported by the work and views of College management, that during 2024-2025 Harlow College:

- *had adequate and effective assurance arrangements;*
- *had an adequate and effective framework of governance;*
- *had adequate and effective risk management and control processes for the effective and efficient use of resources, solvency of the College and the safeguarding of its assets;*
- *had adequate arrangements for securing economy, efficiency and effectiveness;*

- *had adequate and effective key internal controls;*
- *had adequate and effective arrangements for data quality;*
- *had, overall, systems and controls that are adequate and effective for carrying forward the objectives of the College.*

The Audit Committee met in private with the internal and external auditors on 25 June 2025 and 9 December 2025 and no issues impacting upon matters of internal control were raised. Buzzacott did not identify any matters of material irregularity throughout their audit work to bring to the attention of the Audit Committee.

The Audit Committee considers that it operated effectively in 2024-2025 and that it met its terms of reference and the requirements of the Audit Code of Practice and the DfE’s publication “the scope of work of audit committees and internal auditors in college corporations.”

Paul Taylor thanked the Committee for the report and Ray Levy reported that in the Audit Committee’s private meeting with the auditors, there was positive feedback from the auditors for the senior management team.

Governors were reminded that a tender process is being undertaken for both internal and external audit services.

The Corporation approved the Annual Report of the Audit Committee for 2024 – 2025 and agreed for it to be signed by Ray Levy, Chair of the Audit Committee.

8.2 Joint Audit and Resources Committee Reports

8.2.1 Joint Audit and Resources Committee Meeting Summary Report

The Corporation received and noted the summary report of the Joint Audit and Resources Committee meeting held on 09 December 2025.

8.2.2 Minutes of the joint Audit and Resources Committee Meeting – 09 December 2025

The Corporation received and noted the minutes of the joint Audit and Resources Committee meeting held on 09 December 2025.

8.2.3 To receive and approve the Post-Audit Management Report for the period to 31 July 2025 and the Letter of Representation

The Corporation received and considered the Post-Audit Management Report for the period to 31 July 2025 and the Letter of Representation, presented by Paul Whitehead, Deputy Principal.

The Corporation was informed that the Post-Audit Management Report and the Letter of Representation were considered in detail by the joint

Audit and Resources Committee at its meeting held on 9 December 2025.

Paul Whitehead reported that there were minimal adjustments as a result of the audit and only one advisory point had been raised around having an AI Policy.

Paul Whitehead thanked Deanne Morgan, the finance team and everyone involved in the audit.

Governors were informed that the financial health calculations in the audit report are high-level and that the College's ratios are higher than what is presented in the audit report and are based on the College's Finance Record.

Karen Spencer reported that the high-level calculations used by the auditors uses different data to the Finance Record. The calculations Buzzacott have referred to in meetings are not the same as the DfE calculations and there is a risk that an incorrect judgement could be made as different data sets are being used. This will be followed up with the auditors.

Paul Whitehead reported that ratios for colleges are calculated by the Finance Record once the figures are inputted. Auditors then validate this and the College will ask them to use the calculations from the Finance Record going forward. It has not made a material difference to the College this year however the benchmarks are not giving a real representation.

A Governor asked what is worrying the College most and what is included in the internal audit plan for next year. Paul Whitehead reported that the internal audit plan is based on the College's risk register and risks in the sector. High level risks will be covered, along with a funding assurance review at the same level as a DfE review would be. Paul Whitehead highlighted that whilst the audit is a clean audit, there is a lot of work being undertaken in the background, it is taken seriously by management and work is undertaken and monitored to ensure that audit actions are completed in a timely manner. This is an inherent part of the College's audit programme. A Governor highlighted scandals in the sector and where auditors have been criticised for failing to do their job.

Karen Spencer reported that curriculum change and changes to Ofsted are the most significant challenges for the College and the auditors are not able to help with these. The College works closely with other colleges and the AoC to ensure it is ahead of the game where possible. Where there has been external scrutiny of the College's approach, the College has come out positively.

A Governor asked specifically about financial management. Paul Whitehead reported that there are a number of external factors which are outside of the College's control. The biggest challenge is change

and this can cause concern, particularly from a financial management perspective.

A Governor reported that the College and Corporation is lucky to have the leadership team it has who are aware and responsive to change.

The Corporation reviewed the Letter of Representation and noted that it is a standard letter.

The Corporation approved the Post-Audit Management Report for the period to 31 July 2025 and the Letter of Representation for the year ended 31 July 2025 and agreed for the Letter of Representation to be signed by the Chair and Accounting Officer.

8.2.4 To receive and approve the Annual Report 2024-2025 and to receive and approve the Financial Statements 2024-2025

The Corporation received and considered the Annual Report 2024-2025 and the Financial Statements 2024-2025, presented by Paul Whitehead, Deputy Principal.

The Corporation was informed that both documents were considered in detail at the Joint Audit and Resources Committee meeting held on 9 December 2025.

Paul Whitehead reported that the report gives an overview of 2024 – 2025 and financial outturn. Governors noted that financial health is rated good, the cash position is good and capital expenditure is being used effectively to maintain the campus and improve facilities.

The Corporation approved the Annual Report 2024-2025 and the Financial Statements 2024-2025 and agreed that they should be signed by the Chair and the Principal and sent to the DfE.

8.3 Resources Committee Reports

8.3.1 Resources Committee Meeting Summary Report

The Corporation received and noted the summary report of the Resources Committee meeting held on 09 December 2025.

8.3.2 Minutes of the Resources Committee Meeting – 09 December 2025

The Corporation received and noted the minutes of the Resources Committee meeting held on 09 December 2025.

8.3.3 DfE Financial Health Rating Letter and Governing Body Finance Dashboard

The Corporation received and considered the DfE financial health rating letter and Governing Body finance dashboard.

Governors noted that the letter is a standard letter which is issued by the DfE annually and confirms what Governors are being told by management. The Corporation reported that it gives them confidence that the College's forecasting processes are accurate and gives them confidence going forward.

Paul Whitehead reported that the financial ratios in the dashboard are correct and have been confirmed for previous years. The 2024 – 2025 ratios are based on the College's Financial Plan and not the actual figures.

The Corporation noted the DfE financial health rating letter and the Governing Body finance dashboard.

8.3.4 Management Accounts for the period 1 August 2025 – 31 October 2025

The Corporation received and considered the management accounts for the period 1 August 2025 – 31 October 2025, presented by Paul Whitehead, Deputy Principal.

Governors were informed that the management accounts were considered in detail by the Resources Committee at its meeting on 09 December 2025.

Paul Whitehead reported that finances are on track to meet the rebased Financial Plan and that the November management accounts are currently being worked on.

A Governor asked about the EBITDA target being 4% in the management accounts and 6% in the QIP. Governors noted that the 6% is an end of year target however it was noted that the target is stated incorrectly in the management accounts and will be updated accordingly.

The Corporation approved the management accounts for the period 1 August 2025 – 31 October 2025.

8.3.5 Banking Facility

The Corporation received and considered the report on the banking facility, presented by Paul Whitehead, Deputy Principal.

Paul Whitehead reported that the November payroll included the backdated 2% pay award which took the BACS payment for salaries slightly above the current £1.1m monthly limit. The bank was informed of the situation and approval was given however it was agreed at the Resources Committee that it would be prudent to seek Corporation approval to increase the limit to £1.2m.

A Governor asked if £1.2m was the right level moving forward and if it needed to be higher. Paul Whitehead confirmed that the banking facility

is approved annually and that the £1.2m limit would not be exceeded this year.

The Corporation approved the increase in the monthly BACS limit for salaries from £1.1m per month to £1.2m per month as part of the banking facility with Virgin Money / Clydesdale Bank from 1 January 2026.

9 Governance

9.1 Self-Assessment of Governance 2024-2025

The Corporation received and considered the Self-Assessment of Governance 2024 – 2025, presented by Ruth Lucas, Head of Governance.

Ruth Lucas reported that a Self-Assessment of Governance is required annually unless the External Review of Governance took place in that year.

Governors were informed that the Self-Assessment of Governance has been compiled based on information provided by Governors in the self-assessment questionnaire and skills audit, in addition to other metrics and data available.

A Governor highlighted that attendance at the Standards and Curriculum Committee meetings had dropped and this is something that Governors needs to be aware and mindful of.

The Corporation approved the Self-Assessment of Governance 2024 – 2025.

9.2 Governance KPIs and Improvement Plan 2025 – 2026

The Corporation received and considered the Governance KPIs and Improvement Plan 2025 – 2026, presented by Ruth Lucas, Head of Governance.

Ruth Lucas informed Governors that the KPIs and Improvement Plan have been developed based on the Self-Assessment of Governance 2024 – 2025.

A Governor asked when an update on progress with the KPIs and Improvement Plan will be seen and Ruth Lucas confirmed that this will be monitored and overseen by the Search and Governance Committee at each of their meetings.

The Corporation approved the Governance KPIs and Improvement Plan 2025 – 2026.

9.3 FE Commissioner Newsletter – Autumn Term 2025

The Corporation received, considered and noted the FE Commissioner Newsletter - Autumn Term 2025.

Ruth Lucas reported that the FE Commissioner's Annual Report 2024 – 2025 was published on 17 December and will be circulated to Governors.

10 Safeguarding Reports

10.1 Minutes of the Safeguarding Committee Meeting – 26 November 2025

The Corporation received and noted the minutes of the Safeguarding Committee meeting held on 26 November 2025.

A Governor asked if it would be beneficial if more than one Governor sat on the Safeguarding Committee. Governors were informed that it is not a requirement for the Safeguarding Governor to attend the Safeguarding Committee therefore appointing another Governor to the Committee was not necessary.

10.2 Keeping Children Safe in Education Report 2024-2025

The Corporation received and considered the Keeping Children Safe in Education Report 2024-2025, presented by Sallyann Abdelmoula, Assistant Principal.

The report was taken as read.

Sallyann Abdelmoula reported that a Child In Care Co-ordinator has been appointed and that there is a new non-statutory requirement in Keeping Children Safe in Education for virtual schools to work with education providers to identify kinship care. With this greater emphasis, the College is well positioned by having the Child In Care Co-ordinator in post.

Safeguarding is effective in the College. The team is always vigilant. There is a global and national risk of radicalisation of young people. Staff attend regional Home Office meetings at which it is reported that far right extremism and incel ideologies are a growing, concerning trend in the region. Ian Tompkins reported that this concurs with information he receives from the Safer Essex Groups he sits on. Sallyann Abdelmoula also reported that information and disinformation is critical amongst students.

A Governor asked about the knife arch and how often it is conducted. Sallyann Abdelmoula reported that it is annually, usually in the first term. There has been very positive feedback from young people and they have reported that it provides them with reassurance. The College is incredibly proud of how the students engage positively with this.

A Governor asked about the three Prevent concerns which did not result in referrals and asked how this process is managed. Sallyann Abdelmoula reported that factual information is required for the referrals. Contact is made with Essex County Councils' Safeguarding Board and the Police Prevent Counter-Terrorism Team however they need facts whereas sometimes the College might just have a sense of something. There are regular forums and the College consults regularly on its approach to sense check it with the relevant agencies. A Governor reported that it is reassuring to hear that these mechanisms are in place.

Sallyann Abdelmoula highlighted that the team reads all the student safeguarding files when they are received from schools.

A Governor asked about the dangers of the pedestrian crossing on Velizy Avenue. Paul Whitehead reported that he has raised concerns with Essex County Council and has met the contractors and the Planning Officer, however there are still a number of concerns. He has requested that the temporary barriers be made permanent, questioned the timings of the lights and highlighted that lighting is an issue when it is dark, and as result, additional lighting has temporarily been put in place. Larger signs are going to be put in place and the College will raise awareness further with students.

The Corporation agreed that this is not satisfactory and is a risk to students and staff. The Corporation agreed that they would write to Essex County Council to express their concerns.

The Corporation noted the Keeping Children Safe in Education Report 2024-2025 and agreed that they would write to Essex County Council to express their concerns about the Velizy Avenue pedestrian crossing.

11 Equality and Diversity Reports

11.1 Minutes of the Equality and Diversity Committee Meeting – 11 December 2025

The Corporation received and noted the minutes of the Equality and Diversity Committee meeting held on 11 December 2025.

11.2 Equality and Diversity Annual Report 2024-2025 and Objectives

The Corporation received and considered the Equality and Diversity Annual Report 2024-2025 and Objectives, presented by Natalie Smith, Head of HR and Employee Relations.

The report was taken as read.

Natalie Smith reported that the Investors in Diversity work is continuing, with multiple initiatives for students and staff being implemented based on the feedback from the initial surveys. A second survey will be undertaken early in 2026.

The College has excellent student and staff engagement with the College's enrichment offer which has received positive feedback.

Simon Boyce reported that whilst achievement levels are around the same level in most areas, there are some gaps that need to be closed and the Investors in Diversity work and the College's focus on inclusion will help to address this and build a sense of belonging.

Natalie Smith reported that the College has been named in the National Centre of Diversity's top 100 most inclusive workplaces which is a real achievement and testament to the work undertaken by the College.

A Governor asked when the College is likely to achieve the Investors in Diversity accreditation and Natalie Smith reported that it would be this academic year.

A Governor highlighted the objective for the College to ensure its curriculum remains inclusive and reflects and meets the needs of the community is the most important objective for the College.

The Corporation approved the Equality and Diversity Annual Report 2024-2025 and Objectives.

12 Health and Safety Reports

12.1 Minutes of the Health and Safety Committee Meeting – 25 November 2025

The Corporation received and noted the minutes of the Health and Safety Committee meeting held on 25 November 2025.

12.2 Health and Safety Annual Report 2024-2025

The Corporation received and considered the Health and Safety Annual Report 2024-2025, presented by Paul Whitehead, Deputy Principal.

The report was taken as read.

Paul Whitehead reported that the number of incidents and activations have decreased this year and highlighted that there are some actions that need to be completed.

Governors were informed that the outstanding training relates to staff without regular access to IT which is therefore lower risk however it is still a priority that they complete the training.

Paul Whitehead highlighted that compliance with Martyn's Law will be a key point on the horizon for the College.

The Corporation approved the Health and Safety Annual Report 2024-2025 and confirmed that the College is compliant with statutory and legislative requirements.

13 Stansted Airport College Advisory Group – 17 October 2025

The Corporation received and noted the minutes of the Stansted Airport Advisory Group meeting held on 17 October 2025.

Governors were informed that a number of students attended the meeting, all of whom spoke eloquently and with confidence.

14 Any Other Business

The Corporation was informed that Rod Bristow's is stepping down as a Governor and thanked him for his dedication and commitment to the College. Rod has kindly offered

to remain as a Governor until a replacement is found and that this process will commence in the new year, led by the Search and Governance Committee.

15 Dates of Future Meetings

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| Spring Term 2026 | Thursday 26 March 2025 | 9.30am |
| Summer Term 2026 | Tuesday 19 May 2026 | 9.30am |
| | Thursday 09 July 2026 | 9.30am |